

U.S. Department of Housing & Urban Development

Facilities Management News

*Office of Public Housing
Diana Armstrong, Director*



**Urban Development
Office of Public Housing
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San Antonio, TX 78205-3625**

I hope that you and your Housing Authority staff had a joyful and safe holiday season.

Most of us here at Public Housing are back to our work areas, to include our boss – Diana Armstrong. We definitely missed her during these past months.

The most recent and obvious change has been the realignment or allocation of PHAs due to our newest Public Housing additions – Gordon Tabone and Soila Nethery. Actually both Gordon and Soila have been with us for some time as TARC employees. They are now part of our Facilities Management and PHRS teams.

Gordon joins the Facilities Management team made up of Tom Romero, Margaret Sanchez, Ruben Villanueva, and Dianne Kiefel, Program Assistant.

By now you should know who is your new Facilities Management Specialist; however, in case you don't know, please let us know.

For Capital Fund program and Facilities issues please contact Margaret Sanchez, Tomas Romero, Ruben Villanueva, or Gordon Tabone, Public Housing Facilities Management Specialists for technical assistance at (210) 475-6800 extensions 2213, 2247, 2108, or 2214, respectively.

David Pohler

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U.S. Department of Housing and

Lead-Based Paint Information

The Office of Healthy Homes and Lead Hazard Control, in conjunction with Environmental Protection Agency, have put together – Lead Safety for Remodeling, Repair, and Painting. The course is recommended for renovators, re-modelers, painters, and maintenance personnel. This course enhances their credentials as private contractors, and satisfies HUD requirements for interim controls training federally assisted housing.

The course has an introduction and five instructional modules, each with interactive exercises. The course duration is 6.5 hours and includes a test.

If you're interested in downloading the program, please click on:

http://www.hud.gov/offices/lead/training/rrp/rrp_course.cfm

On a related issue, were you aware that you have a responsibility to obtain from your local public health department the names and addresses of children under the age of six with identified environmental intervention blood lead level. You then must match the health department with information about program families. If a match does occur you must follow all procedures for notifying owners and conducting risk assessments. Along the same lines, you must report a list of addresses of units occupied by children under the age of six, receiving assistance to the public health department, unless the health department indicates that such report is not necessary.

Bottom line – you are responsible to inform owners of lead-base paint regulations, since many owners do not know about the new regulations and requirements that became effective Sep 15, 2000.

New HUD Public Housing Website:

www.hud.gov/local/tx/working/localpo/pih.cfm

This is the new Local HUD Offices website for Texas Public Housing and provides the Public Housing Director's information for Fort Worth, Houston, and San Antonio, TX.

More importantly, this is where you will find the current and archived copies of our Facilities Management Newsletter. Please make this website a bookmark.

FY2003 PHAs with “High Performer” Rating

Congratulations are in order to the following PHAs with the distinguished “High Performer” rating.

| | | | |
|-------|----------------|-------|--------------|
| TX001 | Austin | TX452 | Bexar County |
| TX008 | Corpus Christi | TX087 | San Marcus |
| TX396 | Starr County | TX073 | Pharr |
| TX007 | Brownsville | TX016 | Del Rio |
| TX019 | Eagle Pass | TX046 | Mission |
| TX322 | Round Rock | TX332 | Pearsall |
| TX367 | Kyle | TX381 | La Grange |
| TX395 | Port Lavaca | | |

The designation status is based on “released” scores, with a PHAS date of Jan. 13, '04. Scores for 12/31 FYE PHAs were not available at press time.

The highest score was 98 (one) and the lowest was 90 (two). The mean or average score was 93.40.

Again, congratulations on your new designation status and for all your hard work and determination!

How safe are your PHA checks?

The HUD Office of Inspector General recently published a notice on detecting and preventing counterfeiting of local housing authority checks. This was the result of an indictment that took place in Cleveland, Ohio, where fourteen individuals were charged with conspiracy to defraud local banks, merchants, businesses, and the Cuyahoga

Metropolitan Housing Authority, CMHA. Six of the defendants were indicated for passing counterfeit checks that displayed the either the payroll or Section 8 account numbers of the CMHA. The CMHA's reported loss - \$49,500! A similar case was reported by the St Louis County Housing Authority that was involved in over \$80,000 in fraudulent SLCHA checks and \$28,000 was lost from the Section 8 account.

One suggestion is the separation of duties; however, when staff is limited, closer supervision/motoring is needed to check for problems. How effective are your internal and external controls in preventing counterfeit checks? For a copy of this Nov 12, 03 OIG notice, please let us know.

Complex and required steps for new construction projects...

There are a number of required steps to consider before embarking in a construction project. First and foremost, you must have the necessary funds in order to cover all construction costs. These funds may be derived from various sources, i.e. Capital Funds, an approved low-rent reserve, or Section 8 earned administrative fees.

If land acquisition is required for the new building project you must follow the strict guidelines in CFR §941.303. And as a reminder, HUD must approve all proposed use of funds, before initiating a land acquisition project.

The following are the documents required by HUD as listed in §941.305.

Complete Justification - for acquiring land prior to PHA proposal approval

Site Information – an identification and description of the proposed site, site plan, neighborhood, and evidence of PHA control at sixty days after the proposed submission.

Zoning – Evidence that construction or

rehabilitation is permitted by zoning ordinances or regulation, as well as evidence that re-zoning is likely and will not cause a project delay.

Development schedule – a copy of the PA development schedule, to include the architect's time estimates for each major development stage.

Environmental Assessment – all available environmental information. This will require State Historical Commission review action.

Appraisal – by independent, state certified appraiser.

The review process requires many mandatory steps, however, federal law requires that we determine if the site has any historical significance and that no environmental hazards exist prior to starting the construction phase.

Choice Voucher Home Ownership (H.O.) Program Seminar

Thirty PHAs were represented, by well over 66 PHA folks during the Choice Voucher Homeownership seminar held on Dec 9/10 at the Holiday Inn, here in San Antonio. Attendance numbers were 86 and 90, respectively. In addition to our invited panel members, we had over ten community development directors. The seminar was comprised of four discussion panels – HUD Program Overview, Program Development and Policy Decision, Lender Consideration, and a most impressive - Partnering & Success Stories. We heard informative briefings from several governmental agencies – Fannie Mae, Freddie Mac, USDA, and TDHCA. We also heard from two banks Wells Fargo and BankOne. We had the most questions during the Lender Consideration panel discussion and a very interactive discussion with the audience. We also heard from two builders/service providers. The success stories came from two very diverse Housing areas. Steve Shorts provided us a

very detailed and graphic briefing of his Taylor Housing operation and Bill Hills, also gave a superb talk of his Grand Prairie Housing operation and their partnership with Habitat for Humanities.

If you would like a copy of any of the briefing slides or any of the seminar material, please let me know. Also, available is a 12-slide photo presentation with each speaker's - name, firm, and telephone numbers.

We gather from the completed feedback forms, that we met our primary objective in providing you the needed information on the Homeownership Program. However, we realize that this seminar was just a start and we shall continue to strive at promoting and publicizing this invaluable community program. More to come!

Customer Service & Satisfaction Survey Business Dates for 12/31 FYE – PHAs

| Survey Process | Start Date | End Date |
|--------------------------------------|------------|----------|
| PHA Residents Surveyed | SA 11/22 | T 1/13 |
| PHA survey results available in RASS | F 2/06 | F 2/06 |
| PHA certifies Follow-up Plan | F 2/06 | F 2/20 |

Special Note: All other FYEs, are currently listed as - To be determined.

NOTICE PIH 2003-31 (HA) Accessibility Notice: 504 of the Rehabilitation 1973 Act, ADA, ABA, & Fair Housing 1988 Act

Notice issued: November 26, 2003

The purpose is to remind recipients of Federal funds of their obligation to comply with pertinent laws and regulations that provide for non-discrimination and accessibility in Federally funded housing programs for people with disabilities. This notice

also provides information on key compliance elements of relevant regulations and resources to enhance recipients' compliance efforts. This notice updates Notice PIH 2002-01, which expired January 31, 03.

Inspection Program System

If you have a computerized system for your HQS Inspection program, we would like to know. We have had a number of inquiries for a good, sound system. The information we need is – system name, cost, compatibility, number of units in use, and pros & cons. More importantly, would you be willing to recommend your system.

Meet our newest Facilities Management Team Member

Gordon Tabone is now part of our Facilities Management team. He is not new to HUD, since he has been with HUD as a Facilities Engineer, since March 1987. He is a 1986



graduate of the University of Texas at San Antonio, with a degree in Civil Engineering and received his Professional Engineers' license in 1992. For the past four years, Gordon worked as a member of the Trouble Agency Recovery Center (TRAC) team out-stationed here from Memphis, TN. His working experience with "troubled" PHAs will be an invaluable asset to our team. Again, please let us know if you not sure who is your new assigned Facilities Management Specialist.

Upcoming April News Topics:

- ❑ PHAS
- ❑ eLOCCS monthly obligations
- ❑ EH&S new reporting requirements
- ❑ Lead Based Paint program